



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Phoenix, Arizona 85086

Office of Res: Correctional
 Services

Number: 5267.07c
Date: October 7, 2005
Subject: Visiting Regulations (FCI)

Institution Supplement

1. PURPOSE To establish procedures at the Federal Correctional Institution, Phoenix, Arizona for the Visiting Room and implement guidelines and regulations for reference. As with all Institution Supplements, they should be read in conjunction with the directives outlined in section 2 of this document.

2. DIRECTIVES AFFECTED

- A. Program Statements:

1315.07	Inmate Legal Activities, November 5, 1999
4500.04	Trust Fund/Warehouse/Laundry Manual, June 22, 2004
5100.07	Security Designation and Custody Classification System, September 13, 1999
5267.07	Visiting Regulations, April 14, 2003
5270.07	Inmate Discipline and Special Housing Units, January 9, 2003
5280.08	Furloughs, February 4, 1998
5500.11	Correctional Services Manual, October 10, 2003
5510.09	Searching and Detaining or Arresting Persons Other than Inmates, March 6, 1998
5521.05	Searches of Housing Units, Inmates and Inmate Work Areas, June 30, 1997
7331.03	Pre-Trial Inmates, January 31, 2003

- B. Institution Supplements:

PHX 1640.04b	Smoking/Non Smoking areas, May 2, 2005
PHX 5280.08g	Furloughs, October 24, 2003
PHX 5300.20d	Volunteers and Citizen Participation Programs, June 1, 2005
PHX 5500.09d	Front/Rear Entrance Procedures, September 7, 2004
PHX 5510.09d	Searching/Detaining Non-inmates; Arrest Authority; Use of Metal Detectors, June 1, 2005
PHX 5267.07b	Visiting Regulations, dated October 29, 2004, is rescinded.

3. STANDARDS REFERENCED American Correctional Association, Third Edition, Standards for Adult Correctional Institutions, Standards: 3-4255, 3-4272, 3-4440, 3-4441, 3-4442, 3-4445, and 3-4446.

4. PROCEDURES

- A. Visiting Location Regular visits will be conducted in the institution visiting room. All inmates are responsible for notifying their approved visitors of the visiting regulations.

- B. Visiting Hours. Visits will be conducted between 8:00 a.m. and 3:00 p.m. Saturday, Sunday, Monday and Federal Holidays. Visitors must arrive no less than one (1) hour before the end of visiting to be processed. When inmates are

released, they will go to the recreation yard. If a movement is in progress, they will be released to the unit.

DISTRIBUTION: Warden, Associate Wardens, Camp Administrator, Executive Assistant, All Department Heads, AFGE Local, Master File, P.S. File.

- C. Processing and Identification of Visitors All inmate visitors 16 years of age and older must display photo identification before they are allowed access to visit. There is no exception to this rule. They are also required to complete the proper documentation in the presence of the officer before being processed through the metal detection device and randomly subjected to the ION TRACKER. **No forms will be completed and turned in without the officer observing the individual completing the form. All visitors will be processed through the Metal Detector.** Visitors will not be permitted to leave and then return to the visiting area on the same day.
- D. Approval/Disapproval of Visitors Inmates will be responsible for submitting a list of proposed visitors to their Unit Team. The inmate will be notified by their Counselor of individuals who are approved to visit. Inmates must have known the proposed visitors prior to incarceration. The Warden's approval must be obtained for exception to this rule. This rule applies to all inmates regardless of the institution security level.
- E. Special Visits Special visits may be approved as defined in Program Statement 5267.07, Visiting Regulations. Special Visits may be authorized for an inmate's relative not on the pre-approved visiting list on a one-time-only basis by the Unit Manager or Institution Duty Officer. A Special Visit Authorization Form must be completed and distributed prior to any special visit taking place (See Attachment B).
- F. Holdover/Pre-Trial Visiting Inmates housed at FCI Phoenix designated as Holdover or Pre-Trial inmates will be allowed to visit after a period of 28 days. A Special Visit Authorization Form must be completed and distributed prior to any Holdover/Pre-Trial visit taking place. (See Attachment B.)
- G. Separation Visiting Occasionally, inmates that have been identified as having to be separated from each other will have a simultaneous visit. In such a case, the Institution Duty Officer will inform the inmates' visitors of the situation, and allow each inmate a 2-hour visit to accommodate all parties involved.
- H. Time and Administrative Expense Incidental to Arranging and Supervising Visits An inmate that has requested a special visit (i.e. outside bedside visit, or funeral trip) will do so through his Unit Team. The Unit Team will ensure the inmate has the appropriate funds in his account to pay for expenses necessary to complete the visit prior to arranging the visit. (See P.S. 5538.04, Escorted Trips, concerning procedures for arranging and supervising visits.)
- I. Number of Visits A maximum of 10 visiting points per month will be authorized for all inmates. Visits on Saturday and Sunday will be charged 2 points. Visits on Monday will be charged 1 point. No points will be charged for Federal Holidays. Inmates should encourage their visitors to space their visits so as to provide visiting throughout the entire month. Any part of a visit will be counted as 1 visit. Points can not be carried over from month to month.

J. Number of Visitors A maximum of 12 visitors will be authorized on an inmate's approved visiting list. A maximum of 5 adult visitors may visit the inmate at one time. When conditions such as overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit. The Front Entrance/Visiting Room Officer must consult with the Operations Lieutenant and gain the approval of the Institution Duty Officer (IDO) prior to terminating any visit.

K. Volunteers Persons who are approved as community volunteers may not be approved as regular visitors.

L. Attorney Visits An attorney visit will be permitted during scheduled visiting days and hours using the Special Visit Authorization Form (see Attachment B). Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours will be accommodated as time, security and manpower constraints permit. Staff shall not place attorneys on inmate visiting lists unless they are approved as regular visitors and do not wish to visit as an attorney.

Attorneys shall sign the log book in the Lobby when entering and leaving the institution.

M. Administrative Detention/Disciplinary Segregation Special Housing Unit inmates will be closely supervised in the visiting room. The Visiting Room #1 officer will assign seating in front of the officer's desk.

The first two tables by the officer's desk will be used for inmates visiting from the Special Housing Unit. Any inmate violating this procedure will be subject to disciplinary action. All inmates will be strip searched at the conclusion of the visit. Inmates will be allowed to take color pictures completed by their children in the visiting room. If any information has been written on these colored pictures, it will be considered contraband and will be confiscated. A confiscation form will be completed when confiscating these items.

N. Hospital Visits Hospital visitation will be authorized as outlined in Program Statement 5267.07, Visiting Regulations.

O. Food Vending machines in the Visiting Room are available for purchasing sandwiches, candy, coffee, etc. Vending machines will be operated by the visitor only. No food or beverages may be brought in by visitors.

P. Information to Visitors An instruction and information sheet covering standards of attire, conduct, visiting hours, etc., shall be provided during Admission and Orientation (A & O) or a copy can be obtained from the Education Law Library. A copy can also be obtained in the Front Entrance area for all visitors.

Q. Monitoring of Inmate Personal Property in Visiting Room and Shakedown at Conclusion of Visit When entering for a visit, inmates shall restrict personal property to a comb, handkerchief, wedding band, religious medallion, and religious headgear (pre-approved by Pastoral Services) Inmates will not be allowed to take money out of the Visiting Room after the visit.

R. Smoking The Visiting Room has been designated as a smoke free environment. Smoking will not be permitted in the Visiting Room.

- S. Recording Equipment or Cameras Recording equipment or cameras will not be allowed on the premises without the Warden's written permission.
- T. Life Essential Medication Visitors who possess life essential medication, i.e., heart medication, inhalers, etc., may be authorized to bring it into the Visiting Room. If staff are unsure about whether a medication is classified as life essential, they should contact the institution medical staff for guidance. These medications shall be made aware to the Visiting Room Officers.

Visitors who have a need for assistance from an animal due to a disability, should have prior approval. There will be a need for prior approval to ensure the appropriate accommodations can be provided.

- U. Supervision of Visits The Visiting Officers will supervise all regular visits to ensure strict compliance with all rules and regulations. One officer must remain in the visiting area at all times. The Visiting Room Officers will provide constant supervision by moving around through the visiting area.
- V. Maintaining Other Institutional Activities Consistent with available resources, such as space limitations and staff availability, and with concerns of institution safety, the Warden may limit the visiting period.
5. OFFICE OF PRIMARY RESPONSIBILITY Correctional Services.

//signed//
C. J. DeRosa
Warden

FEDERAL CORRECTIONAL INSTITUTION
Phoenix, Arizona 85086

VISITING REGULATIONS

1. Visiting hours are Saturday, Sunday, Monday and Federal Holidays 8:00 a.m., until 3:00 p.m. Visitors must arrive at least one (1) hour prior to the close of visiting for processing.
2. Visitors must provide sufficient identification (form of picture ID) to staff to insure positive identity as an approved visitor.
3. All visitors will be required to complete the Form BP-s224.022, "Notification to Visitor," in its entirety prior to each authorized visit. This is to be conducted in the presence of the officer.
4. All visitors will be required to clear a metal detector search and will be subject to search of their person and personal items such as handbags, etc.
5. All visitors must pass the IONTRACK Itemiser before being allowed entry into the Institution. If a visitor tests positive for one of the 30 identifiable substances, the following consequences will take place:
 - a. First occurrence - Visiting privileges for the inmate visitor will be suspended for 48 hours
 - b. Second occurrence - If within one month of the first occurrence, the visitor will be denied visiting for a period of 30 days
 - c. Third occurrence - If an inmate visitor tests positive at any time after a 30 day suspension, the visitor will be denied visiting for a period of 90 days
 - e. Fourth occurrence - If an inmate visitor tests positive at any time after a 90 day suspension, the visitor will be denied visiting for a period of 180 days.
6. Visitors will be responsible for the behavior of their children in the visiting area. Children under the age of sixteen (16) must be accompanied by an adult member of the family.
7. Any visitor who departs the visiting area prior to the conclusion of the day will not be authorized re-entry. Once a visitor leaves, the visit is terminated for the day.
8. Inmates are not authorized to receive any items from their visitor, or give any item to their visitor.
9. Pets are not allowed within the boundaries of the reservation.
10. A maximum of ten (10) visiting points per month will be authorized for all inmates. It is recommended that visitors schedule their visits throughout the entire month, if possible. Two points will be charged for Saturday and Sunday visits. One point will be charged for Monday visits. No points will be charged for federal holidays. When conditions (such as overcrowding) exist, the number of visitors may be limited to allow each visitor an adequate amount of time to conduct their visit.

11. A maximum of twelve (12) visitors will be authorized on an inmate's approved visiting list, with no more than five (5) adult visitors at any one time.

12. At the completion of the visit, all visitors will be required to depart the reservation immediately. If commercial transportation is required, prior arrangements should be made to ensure the carrier arrives prior to the completion of visiting hours. Visitors will be escorted out of the Visiting Room on the hour and half hour only.
13. Visitors under the influence of alcohol or drugs will not be allowed to enter the Visiting Room.
14. Visitors should dress in an appropriate manner. Visitors arriving at the institution dressed in an inappropriate manner shall not be allowed to visit. Types of clothing that are not considered appropriate to wear in the Visiting Room are as follows:
 - a. Topless (All visitors must wear a shirt)
 - b. Backless Outfits
 - c. Bare Midriffs
 - d. Halter Tops
 - e. Shorts (Except on children 12 and under)
 - f. Bathing Suits
 - g. Mini-Skirts (all skirts and dresses must be knee length or lower)
 - h. See-Through Blouses or Pants (if skin tone can be seen through the garment, it is defined as "see-through")
 - i. No Bare Feet
 - j. No skirts/dresses with slits up the sides
 - k. No Sweat Pants

This list is not all conclusive as to inappropriate clothing and is subject to the discretion of the staff. The Institution Duty Officer and/or Operations Lieutenant the will make the final determination of appropriate dress.

Inmate Dress Code: Inmates will report to Visiting dressed in Khaki pants and shirt and institution boots. Institution soft shoes will be allowed for inmates who present a soft shoe permit and inmates assigned to Yuma will be allowed to wear blue "Bus shoes." Inmates assigned to the Special Housing Unit will wear an orange jumpsuit and tennis shoes.

15. A greeting/farewell kiss and embrace of visitors is permissible. All contact must be consistent with proper order and good taste. Excessive physical body contact will not be tolerated and will result in the immediate termination of the visit. Such behavior may be considered offensive to other visitors and inmates alike.
16. Visitors and inmates will refrain from using abusive and derogatory language during their visit. It is expected all individuals will conduct themselves in a respectful manner while in the presence of staff, other visitors and inmates. Failure to follow the above regulations will result in the visit being terminated.
17. Title 18, United States Code, Chapter 87, Section 1791, provides that "...Whosoever, contrary to any rule or regulation promulgated by the Attorney General, introduces into or upon the grounds of any federal penal or correctional institution, or takes or attempts to take, or send therefrom, anything whatsoever, shall be imprisoned not more than ten (10) years..."
18. It is not permissible to bring gifts or packages of any type. Money will not be accepted to credit an inmate's account. All money for an inmate must be mailed to him, by way of a Postal Money Order. No written messages will be exchanged or

signed during the visiting without permission. When a visit is completed, all visitors must leave the institution grounds immediately.

19. Visitor purses, coats, jackets, cell phone, pagers, or other electronic devices must be secured in their vehicles. These items will not be allowed in the Visiting Room. Any visitor's keys containing remote auto devices must be kept by the Front Lobby Officer in the key retention box.

As there is a limited number of boxes available to secure electronic/unauthorized items in the front lobby, the use will be limited to those persons dropped off by cab, family, etc. The procedure for using one of the lock-able boxes are as follows: a visitor will state the need to the officer. The officer will set one of the lock boxes on the counter. He/she will hand the visitor the key and the visitor will open the box, place the unauthorized items in the box, and then secure it with the padlock again. The visitor will retain possession of the key ring. The officer will then secure the box in the officer's area. As the visitor departs, the officer will place the box on the counter, the visitor will open the box, retrieve their possessions, lock the box back up, and hand the officer the key ring. At no time will the officer maintain the key for the visitor if items have been stored in the lock-able box.

Visitors are authorized to carry the following items into the Visiting Room:

- a. Change Purse (8 inches or less)
 - b. \$25 (In Change Only! No Bills are allowed into the visiting room)
 - c. Comb
 - d. Life essential medication
 - e. Jewelry, worn
 - f. Diaper Bag (may contain baby food [in plastic container only], baby clothing/blanket, plastic baby bottles, two of each)
20. Food and beverages may not be brought into the institution.
21. Visiting Room Officers have the authority to seat visitors and the inmate they are visiting in a designated area as deemed appropriate for proper supervision.
22. Rearrangement of furniture (tables, chairs, etc.) will not be authorized due to fire and safety codes.
23. Visitors and/or inmates are not allowed to save or reserve chairs and tables for other inmates and/or visitors. Visitors and/or inmates are not authorized to loiter in the immediate area of the vending machines. The vending machines will be used by the visitor only.
24. The Visiting Room has been designated as a "NO SMOKING AREA."
25. All visitors are provided parking in the south area of the parking lot. Visitors are not allowed to park in the staff parking area. If visitors have parked in the staff parking area, they may be instructed to move their vehicle to the appropriate parking area.

FEDERAL CORRECTIONAL INSTITUTION
Phoenix, Arizona 85086

DATE _____

TO: _____

FROM: _____ (Unit Staff Member)

INMATE: _____

REG. NO.: _____

The above-named inmate has been approved for a Special Visit for the month and day of

_____, 20__, with _____

_____ for the following reasons:

- _____ Attorney Visit
- _____ Inmate has family emergencies (death in family, etc.)
- _____ Pre-Release Planning Interview
- _____ Holdover/Pre-Trial Inmate
- _____ Other: _____

Explanation (if applicable):

REVIEWED AND APPROVED BY:

cc: Central File
Control Center
Receptionist
Lieutenant's Office
Visiting Room Folder